**STS Responsibilities**

There is not a clean cut list of STS responsibilities since the job is mainly to assist the school, staff and students with tech support and technology training, which can take on many forms. Personal Relations is key to a successful STS/School match, so trying to offer technical support to the best of your abilities with whatever technology needs they might have will be the best approach.

*Some of the most common STS responsibilities are:*

* Basic Troubleshooting with computers, printers, enhanced classroom equipment, interactive whiteboards, document cameras, networking, Polycom phones, iSchool equipment, etc. and submitting work orders to the next level of support in a timely manner for any problems you are unable to address
* Support or Management of Acuity and the New Assessment Program
* Management/Support of CRT, DWA and other Online Testing
* Management of school Listserv
* Technology Training for staff and students (50% Training and 50% Tech Support as closely as possible)
* Gradebook training and support as well as printing report cards
* Supporting Teachers with Portal, PLAN (PG&E), UTIPS, etc.
* New Teacher Technical Training and support
* Surplus of outdated and broken technology equipment
* Technology Inventory support as requested
* Support for getting Teacher Technology Usage Surveys completed by all certified teachers at each of your schools
* Preparation/Submission of the School Technology Plans and Evaluations
* Teacher Technology Check Out List at the end of the school year
* Cyber Corps if you decide to participate with your school
* Attending Friday STS Trainings
* Supporting both schools equally the best you can if assigned to two schools